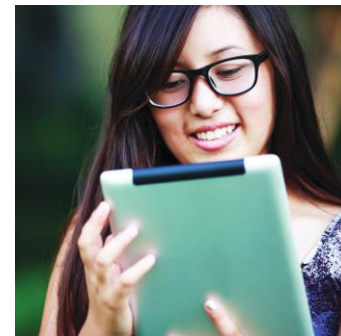# How-to Guide

Assign Books to Students with Assign & Read

Assign Books

Sponsors on organizational accounts can assign books to students one at a time using the "Assign & Read" feature. Alternatively, they can assign several books at once by creating, sharing or subscribing to a Reading List. To learn more about to Reading Lists, see the How to Guide: How to Use Reading Lists.

1) Log into your Bookshare account with your username and password.
2) To assign a book to a student, find the book in Bookshare and then select the "Assign" button. Select the name(s) of the student(s) to whom you wish to assign this book and select "Assign." Repeat as necessary.
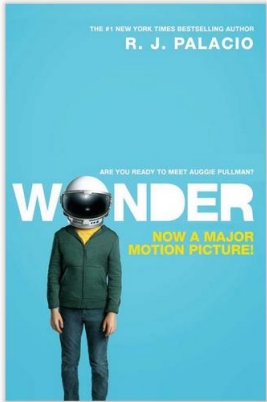

You have now assigned books and your students are ready to read! Instruct your students to log into Bookshare with their assigned username and password to find their assigned books.

Students Read

In this section, you will learn how students can read quickly and easily with Bookshare Web Reader in a web browser on a Mac, PC, or Chromebook. However, there are many ways to read Bookshare books. This "Reading Tool" wizard can help you determine what tools will work best with your students' devices.

Bookshare Web Reader allows students to read quickly and easily in an Internet browser without downloading software or books. For a reading experience that includes self-voicing with word highlighting, we recommend using Bookshare Web Reader on the following browsers:

- Google Chrome version 33+
- Safari version 6.1+
- Google Chrome version 14-32 (Bookshare Chrome Extension installation required)
- Chromebooks version 14+ (Bookshare Chrome Extension installation required)

For a student who typically uses a screen reader, we recommend opening Bookshare Web Reader in Internet Explorer and using the screen reader that the student typically uses.

1) Students log into Bookshare with the username and password created by the Sponsor. Books that have been assigned using the "Assign & Read" feature are found under the "Assigned Books" link. Students select "Read Now" to open the book in Bookshare Web Reader.

2) Next, Bookshare packages the book and prepares it for reading in their browser. Depending on the size of the book, it may take 30-60 seconds. The book will then be ready to be viewed – and heard – in the Bookshare Web Reader.
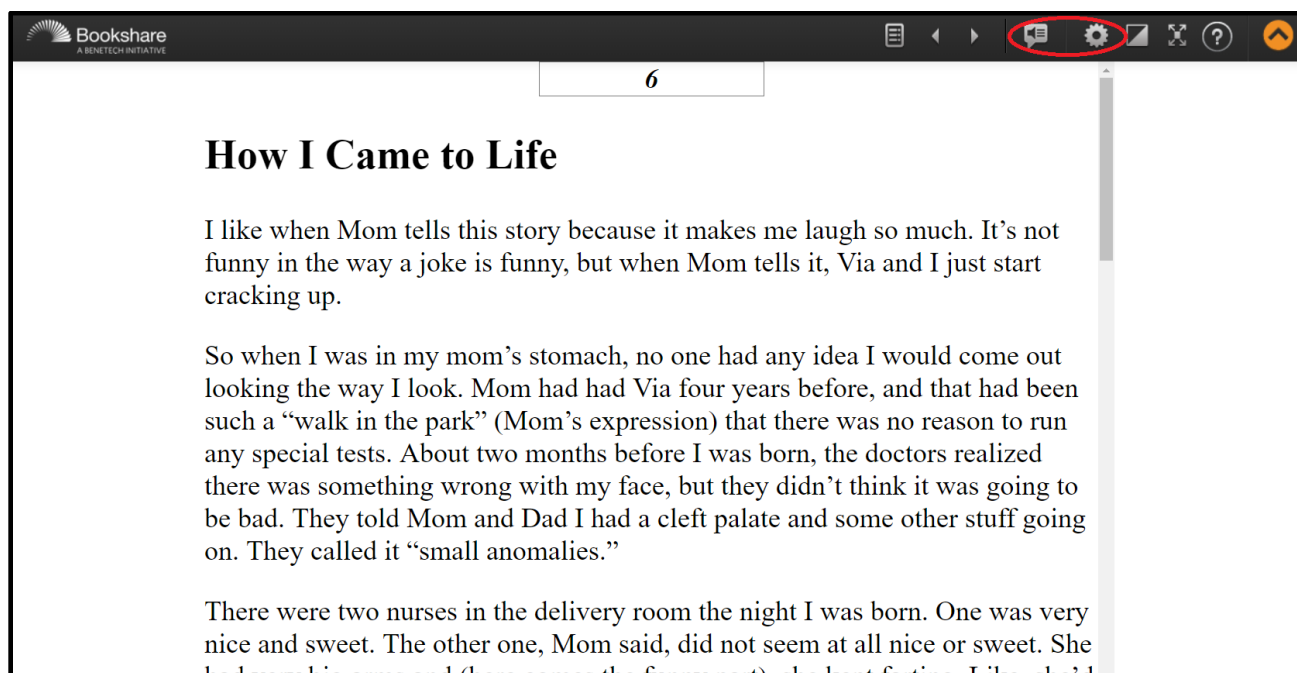
3) To hear the book read aloud, students select "Play."

4) Students can use the settings button to change the font size, text and background color combination and voice and rate of speech if desired. Select "Save" after making changes.
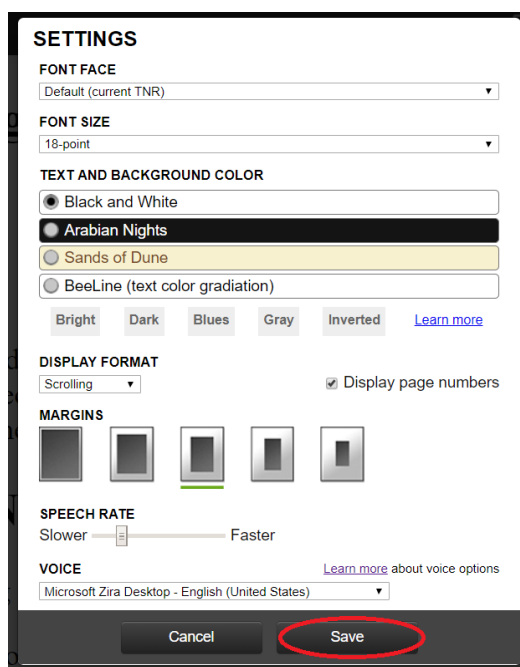
5) Students use the Table of Contents icon 📋 to select where they want to start reading.
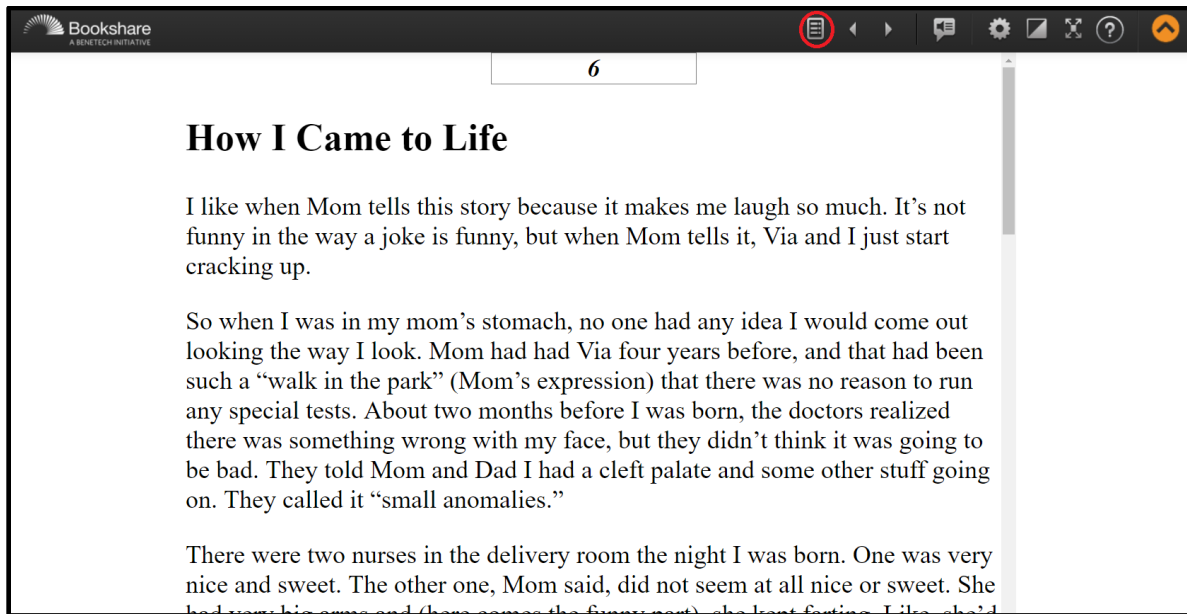
To read in a [Bookshare-integrated application](#), students:

1) Log in to the reading application.
2) Search for the book using the tool's search function. (*Note: If using Dolphin Easy Reader, students will see their Reading Lists. If they use VoiceDream Reader or CaptiVoice, they can find their recently read books in "History."*)
3) Download the book through the tool's download function and read!

Bookshare provides video tutorials for several reading tools under the "Read Books" section in the [Training Resources Library](#). You can also view a complete list of [Bookshare-compatible reading tools](#).

For answers to other questions, please visit the [Help Center](#).